



The St. John Council for Ontario

Memorandum

To: Branches, Community Service Units
From: Roman Ciecwierz, Chairman, Billes & Stone(Vehicle) Committee
Subject: *2005 BILLES FUND/STONE VEHICLE FUND*
Date: December 17, 2004
cc: Council Board of Directors

Please read all of the information outlined to assist you in the submission process!

BILLES FUND – 2005

The funds drawn from the J. W. Billes Estate are intended to be divided among those projects as submitted by Branches and Community Services Units of Council for Ontario. The key criteria is the projects' ability to meet the future needs of St. John with respect to furthering the objectives of the Order within Ontario. Funding will be based on requirements that arise from local budget deliberations and require Branch approval.

Important Information You Need to Know

Funds may be requested to fully or partially support any of the following budget-year initiatives:

- * Leadership Development (Instructor recruitment and development; volunteer recruitment, retention and development of Branch & Community Service Units **(this is not intended to support the essential "fellowship" aspects of volunteers or attending conferences. Rather it is to fund advertising or special training courses. Receipts must indicate successful completion of courses by individuals)**)
 - * Uniforms (**excluding "Formal Dress"**) (see additional note below)
 - * Training equipment for the Branch or Community Service Units
 - * Building improvements, beyond routine maintenance, for Branch and Community Service use
 - * Other (specially substantiated situations)
- √ Since funds are limited, **the total of all Branch and/or CSU applications shall not exceed \$5,000.** In the event that more than one item is submitted, the requests shall be listed in order of priority. If you do not prioritize, the committee will have the discretion to fund based on information provided. ***If you must cut requests to remain under the \$5,000.00 limit, please ensure that equal consideration is given to community service requirements as well as Branch requirements.***
- √ In the rare event that a Community Service Unit cannot receive Branch support for a submission, the Division may make an independent submission; but must explain the reason for proceeding independently.
- √ Funding of uniforms will be based on purchasing items from Council's Stores department. *(This excludes regulation items that are not available from Stores, or where better pricing and quality is sourced. This information should be identified on invoices when submitted.)*
- √ Communications Equipment (portable and fixed)(not mobile) will be considered for funding for units purchased from the approved supplier and for specified approved models only. Attached is information on the approved product and supplier .
- √ Bike Patrol requests are increasing. Before requesting funding it is recommended that Branches contact their local police to see if they auction used police bike units. *(Branches have been successful in receiving great bikes as a donation, following such a request).* Same suggestion applies for those seeking funding for AED Equipment. Local Legions have proven to be very supportive of funding AED units.

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- √ Approved AED units will be funded up to 50% of the cost. Purchases must be coordinated through the Director of Marketing and Sales, Council for Ontario, who will advise re approved supplier, model and process.
- √ The Applicant and Branch Chair MUST SIGN Submissions. **Applications** on the approved form (with attachments where necessary), **MUST be received at Council Office by MARCH 31, 2005.**
- √ Notification letters will be issued as soon as practicable after approval has been granted. Receipts for the amounts and items authorized must be received at Council **by NOVEMBER 1, 2005** to initiate cheque issuance.

Important!

STONE VEHICLE FUND – 2005

This Fund is intended for vehicle procurement (both new and used) and to make the vehicle roadworthy and serviceable as a mobile first aid post, patient transport unit, or emergency response vehicle (e.g. command post)

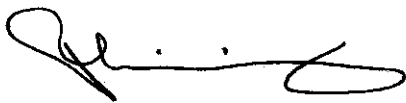
Applications may be submitted to Council any time during 2005. To facilitate the Committee's consideration and amount of Stone (vehicle) funding required throughout the year (funds are limited), all Branches/CSU's intending to apply in 2005 are **requested to submit an "intention to apply"** to the Manager, Community Service, **no later than February 25, 2005.**

Important!

As a vehicle purchase is a major event, Branches/CSU's should be including such contemplation in their annual business plans/budgets. The "intention to apply" must include, as a minimum, the vehicle to be replaced; the type of vehicle purchase contemplated; it's expected costs, including upgrades or minimum equipment; and the means of funding. A completed application must be submitted to apply for funding when the purchase is arranged.

The Stone Vehicle Fund process is outlined in the attached "*Stone Fund (2005) Vehicle Acquisition Subsidy Facts*".

If you have any questions, or require clarification on any points, please contact Gail Opaleychuk at the Council offices via email: gopaleychuk@on.sja.ca; or phone: (416) 923-8411 x242.



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